



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C. *1917*

North Central Div. January 15, 1938.

January 15, 1938.

DIVISION MEMORANDUM NO. 1 - (38)

Re: General Correspondence Instructions.

Instructions herein shall govern preparation of correspondence and shall supersede all previous correspondence instructions.

PART I - POLICY CORRESPONDENCE

1. Correspondence relating to: *Journal of the American Statistical Association*

- (a) Questions of Policy,
- (b) Revisions in Existing Program Provisions,
- (c) Interpretations of Program Provisions,
- (d) Technical Program Problems,
- (e) Future or Proposed Programs,
- (f) Program Conferences,

shall in all instances be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").

(1) This refers to memoranda, telegrams, letters.

PART II - NON-POLICY CORRESPONDENCE

1. Correspondence relating to:

- (a) Fiscal Administration,
- (b) Personnel,
- (c) Supplies,
- (d) Inquiries from Individuals - Being
 Referred to State Offices,
- (e) Matters not Outlined in Part I above,

shall be prepared for the signature of the Assistant Director (or in the event of his absence, for the signature of the person designated as "Acting Assistant Director"); the only exceptions being those listed in Parts III, IV, V, and VI, herein.

(1) This refers to memoranda, telegrams, letters.

PART III - STATE OFFICE CORRESPONDENCE

1. All general memoranda to State chairmen (or the so-called "BLANKET MEMORANDA") shall in all instances be written for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director"). This refers also to telegrams of the same nature.
 - (a) This refers not only to the writing of memoranda and telegrams to all 10 States but also to memoranda and telegrams which, because of the program or subject involved, may be addressed only to some States; such as matters concerning the potato program, etc.
 - (b) Before preparing such general or "blanket" memoranda to all States, it is required that one such memorandum be submitted through the regular channels to the Director for approval.
 - (1) To expedite such reference, a North Central Division reference jacket for use on special material shall be used. (This jacket will be available soon.)
 - (2) Initials of all those approving such memoranda shall appear on the last carbon copy which shall be retained in the North Central Division files.
 - (c) After approval, the memorandum shall be returned to the proper person for preparation of the other memoranda.
 - (d) The original memorandum which has been approved shall be held until the others are prepared and shall be returned, accompanied by original reference jacket, with the other memoranda when they are transmitted to the Director's Office for signature.

A. Required Form:

All correspondence to State Offices shall be:

- (1) Addressed to the State Chairman

- (2) In memorandum form,

- (a) The only exception being where memorandum form is not acceptable in view of existing regulations; such as in transmitting checks, transportation requests, etc.

- (3) Given an appropriate subject,
 - (a) Insofar as possible, no more than one subject shall be covered in a single memorandum.
 - (b) The subject shall be underlined under the last line only.
- (4) Acknowledged in the subject only,
 - (a) When acknowledgement is used, the underlining shall be under the last line of acknowledgement only.
- (5) Without a salutation
- (6) Without a complimentary closing
- (7) Without a date,
 - (a) The date shall appear on the carbon copies only - under the dictator's and stenographer's initials.
- (8) Transmitted for signature and mailing WITHOUT AN ENVELOPE,
 - (a) Envelopes already addressed shall be supplied in the mail room.
 - (b) In order that outgoing material may be easily separated from file material, a slip of paper shall be folded over and fastened to the outgoing material only.
 - (c) Correspondence requiring special attention shall be covered by a Division reference jacket indicating desired action.

PART IV - INTER-OFFICE AND INTER-DEPARTMENTAL CORRESPONDENCE

1. Correspondence with other bureaus of the Department, and other Departments of the Government, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").

A. Required Form:

- (1) No date shall appear on the original, but shall be typed under the dictator's and stenographer's initials on the carbons.
 - (a) Correspondence with other bureaus of the Department shall be prepared in memorandum form - using salutation and having a suitable subject.

- (b) Correspondence with other Departments of the Government shall be prepared in letter form.
- (c) Correspondence with other offices in the Agricultural Adjustment Administration shall be prepared in memorandum form - using salutation and having a suitable subject.
- (d) Correspondence that has been improperly referred to the North Central Division, or which can be only partially answered in the Division and must be referred elsewhere, may be referred to the proper office by means of memorandum form AAA-47, if referred in the Agricultural Adjustment Administration. If not within the A.A.A., Section (a) and (b) above shall govern procedure. (If the dictator wishes, the usual memorandum form may be used).

PART V - CONGRESSIONAL CORRESPONDENCE

1. All correspondence addressed to Members of Congress which pertains to the agricultural conservation programs shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").
2. All correspondence addressed to Members of Congress which pertains to the corn-hog programs shall be prepared for the signature of the Acting Chief of the Corn and Hogs Section.

A. Required Form:

- (1) All such correspondence, with the exception of telegrams, shall be in letter form.
- (2) The date shall not appear on the original, but shall be typed on the carbon copy only, under the dictator's and stenographer's initials.

PART VI - EXTENSION SERVICE CORRESPONDENCE

1. Correspondence to Directors of Extension in the various States which is in answer to correspondence, or an inquiry addressed to certain Directors of Extension, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").

2. All general letters to Extension Directors (or the so-called "BLANKET LETTER") shall in all instances be written for the joint signature of the Director of Extension Work and the signature of the Director of this Division (or in the event of the absence of either, for the signature of the person or persons designated as "Acting Director of Extension Work", or "Acting Director").

A. Required Form:

- (1) All such correspondence, with the exception of telegrams, shall be in letter form.
- (2) The date shall not appear on the original, but shall be typed on the carbon copy only, under the dictator's and stenographer's initials.

PART VII - MISCELLANEOUS

1. Correspondence with individuals:

- (a) Such correspondence which can be answered most appropriately in the Division shall be addressed to the individual, giving complete reply. Where the subject matter of the correspondence might be of interest or concern to the State Committee, a copy of the inquiry and our reply shall be sent to the chairman of the State concerned.
 - (1) Copies of such correspondence for the State chairman need not be sent under separate memorandum. Such copies shall be placed in the file of outgoing material just back of the original outgoing material and should carry a notation to indicate disposition.
- (b) Such correspondence which can better be answered by the State Committee shall be acknowledged in the Division, advising the inquirer of the reference made. A copy of the inquiry shall be transmitted under an explanatory memorandum to the proper State chairman, requesting the desired action.
 - (1) Since original incoming inquiries (except those mentioned in (c) hereunder) must be retained in the AAA files, all such incoming inquiries shall be routed by the mail room direct to the stenographic pool to have two copies made for use in making proper reference; then the inquiry shall be routed to the proper Section for attention.

(c) Individual inquiries referred by Members of Congress shall be handled as indicated below:

- (1) Complete answer shall be made to the Member of Congress if adequate information is available, returning any original correspondence enclosed with inquiry; copies of such correspondence, of course, must be maintained for the AAA files. A copy of all such correspondence, if of interest or concern to the State Committee, shall be sent to the chairman of the State concerned.
- (2) If adequate information is not available, the inquiry shall be acknowledged, advising the Member of Congress that complete information is being secured, returning any original correspondence enclosed with inquiry; copies of such correspondence, of course, must be maintained for the AAA files. Copies of this correspondence shall then be transmitted to the State Chairman concerned under an explanatory memorandum. Upon receipt of the desired information, a complete reply shall be forwarded to the Member of Congress.
- (3) The above procedure shall apply also to inquiries transmitted by Members of Congress which are referred to this office under Secretary's and Administrator's jackets.

2. Use of envelopes:

- (a) No envelopes shall be prepared for memoranda addressed to State Chairmen.
- (b) Envelopes shall be prepared as usual for all other types of correspondence.
- (c) Chain envelopes, properly addressed, shall be prepared for all inter-bureau correspondence.

3. Arrangement of file:

- (a) Division Correspondence
 - (1) Outgoing correspondence and envelope, where required, clipped together.
 - (2) AAA file copies and incoming correspondence, clipped together.
 - (3) Division file copy.
 - (4) Parts (1), (2), and (3) shall then be clipped together under one clip.

(b) Correspondence under Secretary's and Administrator's jackets shall be handled in accordance with instructions prepared in the Clearance Section of the Office of Business Management.

4. Distribution of carbon copies:

(a) On Division correspondence, with the exception of Congressional correspondence which requires an extra copy, only three copies shall be made.

(1) There may be times when a Section or Unit requires an extra copy of certain types of correspondence for reference work in that office. In those cases only shall copies in excess of three be made.

(b) On correspondence under Secretary's and Administrator's jackets, instructions prepared in the Clearance Section of the Office of Business Management or instructions typed on the jacket shall govern the number of copies to be made.

5. Filing of correspondence:

(a) At least one copy of all outgoing correspondence prepared in the Division (and of correspondence prepared outside the Division which is to be signed by the Director or Assistant Director) shall be retained in the North Central Division files.

(b) Copies of incoming correspondence shall not be retained in the Division files, unless a particular request is made in some specific instance.

(c) With the exception of certain special material, files on outgoing (and incoming) correspondence shall not be maintained in the various offices in the Division. The Chief of each Section shall be responsible for seeing that unnecessary duplication of filing is not caused by the building up of files in his Section.

6. Proper clearance and initialing of Division correspondence:

(a) All correspondence involving matters which may be of concern or interest to Sections in the Division other than the originating Section shall be routed (by means of Division reference jacket) through the various offices concerned for approval before transmitting for signature. In this way confusion because of conflicting

or contradictory instructions will be kept at a minimum. Much of the work of the Sections overlaps to some extent and uniform results both in this office and in the State offices can better be obtained if this procedure is followed carefully.

- (b) All Division correspondence shall be initialed on the last copy - which copy shall be retained in the North Central Division files.
- (c) The Chief of the Section shall initial all correspondence originating in his Section before such correspondence is transmitted for signature. The Chief of the Section shall designate whose initials, if any, he requires on correspondence prepared in his Section to be transmitted to him for approval.
- (d) Correspondence under Secretary's and Administrator's jackets shall be initialed on the third white copy below the outgoing material, which copy shall also bear the designating legend; that is,

AAA-NCD
HNS:EKA
1-15-38
Jacket No. 6502

in the lower lefthand corner. A paper clip shall be clipped to this copy to indicate where initials are to be placed. In all instances the jacket shall be properly filled in by the office where reply is prepared.

7. Prompt handling of correspondence:

- (a) Special attention shall be given at all times to Secretary's and Administrator's jacketed correspondence. Such correspondence shall be answered within three days of receipt; if complete reply cannot be made within that time, acknowledgment shall be made advising that it is necessary to obtain further information. Such further information shall be furnished at earliest possible time.
- (b) Division correspondence shall be handled as promptly as possible, consistent with ability to furnish complete information.

(c) Correspondence shall not be submitted for signature later than 4:00 P.M. daily, with the exception of telegrams intended to be sent out as night letters, or special air mail correspondence.

8. Acknowledgments:

(a) On State office correspondence, the acknowledgment shall appear as a part of the subject.

(1) When memorandum is in reply to correspondence from the State chairman, the following form shall be used:

Re: Red Clover Seed Situation - Your
Memorandum of July 1, 1937.

(2) When memorandum is in reply to correspondence signed by someone in the State office other than the chairman, the following form shall be used:

Re: Red Clover Seed Situation - Memorandum
of July 1, 1937 from Mr. S. E. Purvines.

Note: Underlining shall appear under the last line only.

(b) On correspondence prepared in this Division other than State office correspondence, the following form of acknowledgment shall be used:

"This is in reply to your letter of July 1, 1937"

and then whatever qualifying remarks are required because of the content or nature of the incoming correspondence may be added.

(1) On correspondence referred for reply from the White House, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the White House has referred to this Department for consideration and reply".

Note: In no instance should we state that a letter has been directed or addressed to the White House, or state that the President has referred the correspondence.

(2) On correspondence referred for reply from the Secretary's office, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the Secretary's office has referred to this office for consideration and reply."

(5) On correspondence referred for reply from the Administrator's office, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the Administrator's office has referred to this office for consideration and reply."

(4) On correspondence referred from other persons (outside of the Division), proper mention of their names shall be made at the proper place in the acknowledgment, as:

"addressed to Mr. Alfred D. Stedman, Assistant Administrator, has been referred to this office for consideration and reply."

9. Commodity Contract Correspondence:

(a) All corn-hog contract correspondence, except that submitted under a Secretary's or Administrator's jacket, shall be prepared for the signature of the Acting Chief of the Corn and Hogs Section. The general instructions contained herein regarding form, etc., shall be followed on such correspondence.

10. Required style and spacing on correspondence:

(FOR SPECIAL ATTENTION OF ALL STENOGRAPHERS)

(a) Good judgment shall be used in placing of typed material on a page, according to the length of such material.

(1) Care shall be taken to avoid crowding material too close to the top of the page.

(2) Care shall be taken to avoid crowding the signature too close to the bottom of the page.

- (b) On all correspondence, a margin of 1-1/4 inches shall be allowed on each side of the page, and at the bottom of the page.
- (c) On all correspondence, paragraph indentation shall be 7 spaces. Any further indentation required shall be made consistent with the amount of material to be so indented and the number of such further indentations.
- (d) On all correspondence, each page other than the first shall be numbered in the center of the page one inch (1 inch) from the top and three single spaces from the first line of typing, the number being preceded and followed by a dash, thus: - 2 -. This means that the first line of typing shall begin 1-1/2 inches from the top of the page.
- (e) At no time shall the second page of a letter or memorandum consist of less than three lines of typing. Do Not submit correspondence for signature where the second page consists of a carry-over of two or three words, or as stated above less than 3 lines of typing.

Note: It is, of course, understood that none of the instructions herein concerning spacing, indentations, etc, are intended for dockets and other documents on which a well-established procedure is being followed and has been approved.

- (f) Stenographers are requested to follow the instructions concerning general correspondence matters contained in the informational booklet prepared by Miss S. A. Staley; except those instructions (if any) which do not agree with those contained herein.

11. Itineraries:

- (a) A typewritten copy of the schedule of all proposed field trips shall be submitted to the office of the Director at least two days previous to commencement of the proposed trip.
 - (1) A copy of this schedule shall be furnished also to the Administrative and Fiscal Section.
 - (2) This schedule shall indicate the name of the person traveling; the purpose of the trip; the time of departure; the points to be visited; and the time of return to the Washington office; proper notification shall be given of any changes occurring after commencement of the trip.

12. Telegraph service:

- (a) Telegrams shall be used in communicating with State committees and others ONLY WHEN ABSOLUTELY NECESSARY. Matters which can be handled by mail, especially where possible to obtain overnight service, shall be handled by mail rather than by telegram.
- (b) In preparing telegrams care shall be taken to see that as few words as possible are used; of course maintaining clearness of meaning at all times.
- (c) If a telegram consists of 18 words or less, it shall be sent straight service rather than dayletter or nightletter. This service is speedier and less expensive.
- (d) If a telegram consists of 19 words or more, it shall be sent as a nightletter unless the nature of the telegram demands transmission during the day, in which case it may be transmitted as a dayletter. Nightletters are less expensive than dayletters. Telegrams prepared as dayletters very often do not reach this office early enough in the day, making it necessary to change the type of service designated.

A. Required Form:

- (1) No date shall appear on the telegram; the date shall be typed on the carbons only, under dictator's and stenographer's initials.
- (2) The proper appropriation and symbol numbers shall appear in the space provided on the telegraph blank - the name of the originating office (Washington, D. C.) shall appear thereunder.
- (3) The type of service shall be designated in all instances.
- (4) The address shall be in block form.
- (5) If telegram is in reply to previous telegram or letter, acknowledgment shall be made as the last line of the address in the following form (whichever is appropriate): "Relet July 1" or Retel July 1".
- (6) The body of the telegram, as well as address and signature (and title where required) shall be typed in full "caps".

- (7) The body of the telegram shall, in all instances, be typed double spaced.
- (8) Figures shall be spelled out in words in telegrams, thus: "two naught three" rather than "203".
- (9) If the title of the sender of the telegram is known to the receiver (as in the case of the Director or Assistant Director) only the sender's name shall be typed on the original of the telegram; the title and Division name appearing on the carbons only.
- (10) If the telegram is for the signature of a person acting in either of the above named positions and the title would not be clear to the receiver, the title and Division name shall appear on the original as well as the carbon copies of the telegram.

13. Acceptance and placing of long-distance calls:

- (a) The Director's office only has authority to place or accept long-distance calls. If it is thought necessary for a call to be placed, approval shall be obtained from the Director's office before call is consummated.
- (b) It is considered desirable to keep the expense of long distance calls to a minimum; using telegraph and air mail service wherever possible.
- (c) Acceptance of incoming collect long-distance calls shall have approval by the Director's office before call is consummated.

14. Numbering of, and reference to forms and instructions:

(a) Forms

- (1) All forms are designated: "Form NCR-____", in the upper lefthand corner.
- (b) Whenever reference is made to one form, it shall be: "form NCR-____". For more than one, it shall be "forms NCR-____".

(b) Instructions

- (1) All instructions are designated: "NCR-____", in the upper lefthand corner.

(b) Whenever reference is made to one set of instructions, it shall be: "NCR-____". For more than one set of instructions, it shall be: "instructions NCR-____".

Note: This procedure is adopted in an endeavor to plainly distinguish the forms from the instructions, and to eliminate any possible confusion because of conflicting references.

15. Distribution of copies of "blanket" memoranda to members of the Division:

(a) After "blanket" memoranda have been mailed, copies shall be distributed to all persons handling correspondence in order that they may keep informed concerning interpretations of policy, program provisions, amendments to instructions, bulletins, etc.

(1) The Division mail room shall route to the stenographic pool one copy of all approved memoranda, as above described, for copies to be prepared for the designated distribution.

(2) "Blanket" memoranda which are to be distributed shall be numbered consecutively; that is, the first memorandum to be so distributed shall be numbered: " 1 "; the second memorandum to be so distributed shall be numbered: " 2 ", and so on.

(3) The Division mail room shall keep a numerical file of these memoranda for reference purposes.

Note: It is not believed necessary to distribute generally copies of memoranda dealing with routine matters concerning supplies, requisitions, amendments to regulations pertaining to personnel matters, and like matters.

It is requested that any questions which arise be referred to the Assistant Director, thus eliminating confusion which might occur in drawing information from different sources. It is understood that these instructions are to be followed by all Sections and that the Sections are not at liberty to change any of these instructions. If any changes are desired, they should be presented to the Assistant Director for approval. If approved, the change will be made and proper notice shall be given.

Claude R. Wickard
Claude R. Wickard,
Director,
North Central Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

AUG 25 1938

Supplement No. 1

July 25, 1938

OFFICE MEMORANDUM NO. 35
1939 FISCAL YEAR

APPROPRIATIONS AND ACCOUNT SYMBOL NUMBERS
TO BE USED IN THE NORTH CENTRAL DIVISION
DURING THE 1939 FISCAL YEAR.

Office Memorandum No. 35, issued July 1, 1938 is hereby
amended as follows:

I. On page 3, under CROP INSURANCE EXPENSES - DISTRICT OF
COLUMBIA:

1. Change "Appropriation 1292215(21).011-0613-99" to
"Appropriation 1292207(21)-0613-99."
2. Change Appropriation Title to "Administration of
Federal Crop Insurance Act, Department of Agricul-
ture, 1939 (AAA)".

II. On page 6, under CROP INSURANCE EXPENSES:

1. Change "Appropriation 1292215(21).021-(State Reserve
Account Symbol Number)" to "Appropriation 1292207(21)-
(State Reserve Account Symbol Number)".
2. Change Appropriation Title to "Administration of
Federal Crop Insurance Act, Department of Agricul-
ture, 1939 (AAA)".

Harry D. Schooler
Harry N. Schooler,
Acting Director,
North Central Division.

